

Statewide Standard Citation Update and Information
March 30, 2011

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By now you have probably heard that the new statewide standard citation has been given final approval. This has been a multi-year collaborative effort of the Bureau of Criminal Apprehension and the Minnesota Judicial Branch. After a yearlong process of stakeholder workgroup meetings to determine the new standard and multiple rounds of feedback from a broad group of stakeholders statewide; Minnesota now has an approved statewide standard citation. Amendments to the Rules of Criminal Procedure have also been promulgated regarding the use of the new standard citation. This is an important milestone for the Criminal Justice Community and the citizens of Minnesota. The benefits of this level of standardization are that it ensures appropriate, correct and consistent information is communicated to defendants, that law enforcement officers are comfortable and confident in the information they are communicating and the courts can efficiently and accurately enter citation information into MNCIS, the court's case management system. The timing of the new standard citation is also vital to the Judicial Branch effort underway to transition the processing of payable citations from the 87 local courts to the new Minnesota Court Payment Center.

While use of the new standard citation is not mandatory until January 1, 2012; law enforcement agencies whose local court has already transitioned or will soon transition their payable citation processing to the Minnesota Court Payment Center are encouraged to order and begin using the standard citation in calendar year 2011. Check with your local court administrator if you are unsure when your court is scheduled to move its citation processing to the Minnesota Court Payment Center.

To assist in the transition to the standard citation, the Minnesota Judicial Branch has entered into a statewide printing contract with "Forms and Systems of Minnesota" of Minnetonka, MN, from which eligible Minnesota law enforcement agencies can order their 2011 supply of the new standard paper citation. This statewide contract provides volume pricing opportunities when orders from multiple agencies are placed and processed cumulatively. The 2011 order process will begin soon and will be structured to accumulate orders so as to take full advantage of the volume price breaks available under this contract. In addition to the contract, the Judicial Branch is offering one-time funding to subsidize printing costs for **2011** paper citation supplies of the new standard citation for law enforcement agencies who choose to begin using it now. *This funding is limited and will be offered on a **first come, first served** basis until the available funding has been exhausted or until June 1, 2011, whichever occurs first.* Watch for an email very soon announcing the launch of the standard citation order website and containing more information about this offer, details and ordering instructions.

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No formal training on use of the new standard citation is planned. In fact, you will likely find most fields on the new standard citation to be very familiar and similar to what can be found on your current citation. However, to help ensure that it is clear to all law enforcement officers what information is needed in each field to minimize errors and omissions, a “Quick Reference Guide” will be printed as a handy reference on the inside of the wrap around cover on each citation book ordered through the statewide contract. A full copy of the “Standard Citation Quick Reference Guide” can also be found on the Judicial Branch website at: www.mncourts.gov by clicking on the “For Justice Agencies” link on the lower left side of the home page.

Finally, a word about eCitations.....for law enforcement agencies who are already filing citations with the courts electronically or those who are planning to move from paper to eCitations for the first time, understanding how the new standard citation and the Amended Rules of Court apply can be confusing. While the approved standard citation recommendation and the Amended Rules of Court do pertain to both paper and electronic citations; their application can differ due to the material differences between how paper and electronic citations are produced, filed and processed. To assist in the further understanding of these differences, there is a document available on the Judicial Branch website entitled “Communication to ECitation Vendors” and dated February 2011 (www.mncourts.gov “For Justice Agencies” link) which contains supporting background information as well as describes specific eCitation requirements related to the implementation of the standard citation. Please refer to this document if your agency issues and files eCitations.

Again, watch your email for an announcement coming soon regarding the launch of the online order website if interested in ordering and using the new standard (paper) citation and to take advantage of the funding opportunity mentioned earlier in this article. We look forward to receiving your order!

Questions about implementation of the statewide standard citation can be directed to: state.standard.citation@courts.state.mn.us.